

# Administering Medication Policy 2026

## Summary:

This policy ensures that the International British Theatre School (IBTS) administers medication safely, transparently, and in accordance with Ofsted and the Department for Education (DfE) requirements for 2026. It outlines the procedures for staff to follow when managing medication for children in attendance, ensuring that consent, storage, and administration are handled with care, accuracy, and accountability.

## Purpose

The purpose of this policy is to safeguard children's welfare by ensuring that all medication is administered safely and correctly. It reflects the EYFS 2024 (Section 3.45-3.47), KCSIE 2025, and DfE statutory guidance: Supporting Pupils with Medical Conditions.

## Consent and Responsibility

Parents or carers must complete a Permission to Administer Medicine Form before any medication is given. Staff will not administer medication without prior written consent. Parents will be informed on the same day (or as soon as reasonably possible) when medication has been administered.

## Storage and Access

All medication must be clearly labelled with the child's full name and dosage instructions. Staff will store all medicines securely in a locked cabinet or designated refrigerated container (if required), ensuring access in case of

emergency. Medication will be checked for expiry and condition before administration and on return to parents.

### Prescription Medication

Staff will only administer medication prescribed by a doctor, dentist, nurse, or pharmacist. Any medication containing aspirin must be prescribed by a doctor. The label must clearly state the child's name, date, and dosage instructions.

### Non-Prescription Medication

Requests for non-prescription medication will be assessed on a case-by-case basis following a discussion with parents. Written consent must detail the medication name, strength, dose, route, and frequency. IBTS reserves the right to decline administration where it is not in the best interests of the child.

### Procedure for Administration

A designated staff member will oversee administration or witness self-administration. Two members of staff will be present when medication is administered. The designated person will:

- Verify written consent.
- Confirm when the last dosage was given.
- Record the administration on the Medication Log.

Parents will sign the record upon collection or at the end of a residential camp. If a child refuses medication, staff will never force them. The incident will be recorded, and parents informed immediately.

### Specialist Medication and Training

Certain medications (e.g., EpiPens, insulin) require specialist training. Only trained staff may administer such medication. IBTS will arrange appropriate training as soon as possible. If training is pending, the child may be temporarily absent for safety reasons.

### Changes to Medication

If a child's medication, dosage, or frequency changes, parents must complete a new consent form. The Medication Log will be updated accordingly.

#### Long-Term Conditions & Individual Healthcare Plans (IHPs)

For long-term or chronic medical conditions, parents will provide an Individual Healthcare Plan (IHP) from a healthcare professional. This plan will outline the child's symptoms, treatment, and emergency procedures. Plans will be reviewed annually or when changes occur.

#### Record Keeping

All medication forms, logs, and healthcare plans will be securely stored in line with GDPR and data protection requirements. Records will be retained for at least three years after the child leaves the setting.

#### Monitoring and Review

This policy will be reviewed annually or following changes to legislation or DfE guidance. Compliance will be monitored through internal audits and staff supervision sessions.

#### Policy Review

Reviewed: 15 November 2026

Next Review Due: 15 November 2027

Signed: Ben Whiteside

Policy Owner: Ben Whiteside, Director  
International British Theatre School